
Great Oaks Academy – June 2019 Board Meeting

June 17th, 2019 – 2201 W 108th St, Minneapolis, MN 55431 – 7:00 PM

MINUTES

1. **Call to Order - @ 7:02**
2. **Roll Call**
 - A. Paul McGlynn - Director
 - B. Rich Penix - Chair
 - C. Heith Wetzler - Vice Chair
 - D. Brieana Smith - Treasurer
 - E. Zachary Holm - Secretary
 - F. Tyler Dehne - BergenKDV
 - G. Eric Molho - NEO
 - H. Sarah Vanormun - Guest
 - I. Mary Hunn - NEO Advisor
 - J. Wendy? - NEO Advisor arrived 7:17
3. **Acceptance of Agenda** ZH made motion, HW seconded, no discussion, all in favor
4. **Conflict of Interest Reports** - No discussion, all in favor
5. **Vote to Approve May 2019 Board Meeting Minutes**
 - A. Discuss board membership
 - B. Vote to amend minutes regarding Jason Hackenmueller and Rich Penix's board membership terms. - Motion to remove the vote on RP and JH membership terms since they will not be up until December 5th 2019, which is when GOA academy officially become a school. HW made motion, ZH seconded, no discussion, all in favor.
6. **Director's Report**
 - A. Update on Enrollment
 1. Enrollment remains low - 12 full-enrolled
 2. Two more applications online - total of 27 applied online
 3. A few phone calls inquiring about middle school grades - 8 students
 - B. Update on Parent Events
 1. Changed Parent's Meetings to June 18, 24 (both at 6:00 PM) - Tuesday and Monday to not conflict with other meetings at the church.
 - C. Update on Marketing
 1. Digital Billboard -runs from June 3-30th - no references have been made by people about it.
 2. 2nd Mailer -on hold until opening decision-earliest it would've gone out after the CSP funds were available would've been June 27th. - \$2,300 to do another mailer. This was waited on because the earliest they would be in the mailboxes was June 27th, and NEO will let us know on June 24th if we would be opening 2019, or 2020.

3. Yard Signs are placed around Bloomington and Burnsville - these seems to be working well.
 4. Rockin Lunch Events - first one went well. Lots of families spoken to- many said they wished we were opening in Burnsville (9 out of 10 people). Will attend a second one this Thursday (June 20th).
- D. Review of Current CSP Budget - Nick and Tyler
- E. Food Service Update -we will be using a caterer-no finalized contract as of yet. Talking to Done Right Food Services and other MDE approved caterers.
- Bloomington said they did not want to partner
- F. Transportation Update - have filled out application for MDE- talked to Kelley Garvey-she said wait to send until you decide on opening date
- G. Lease Aid Update -waiting on updated lease and fire inspection corrections from the church. Paul has asked the church to correct all of the inspection findings.
- H. Continuing Lease with Life Church, if we delay opening to fall, 2020
- Too much unknown to know if we can lease when we do not have students. Will the CSP grant cover this?
- I. 501c(3) Update - mailed full application with \$600 payment
- J. Communication with NEO / NEO Banquet - board training online - Board members will need to complete this training online.
- Wendy explained the online training - recording minutes, legal aspects of running a board. Authorizers can state what modules the board would need to be completed. Once completed a certificate is able to be printed. This is just being started, and has been vetted by Neo's lawyers
- Requirements - each board member needs to start training within 6 months of being on the charter board, which started when we received our Charter number (12/5/18).
- Board training needs to be completed within the year. - 3 finance modules would be practical,
- Employment, Roles and Responsibilities and Finance - 3 areas of training required for Board training.
- October 2018 meetings recorded a training during the board meeting.
- Bylaws - Reviewed to ensure bylaws are followed in relation to board terms
- Every board member needs to be reviewed and voted on within the first 3 years of the school being open.
- On boarding time is something to be considered - i.e. voting in December starting in June
- PM sent out a link to the modules - Wendy can ensure each board member has access. RP will work with Wendy on this for each board member.
- K. New Business/Marketing Plan and revised CSP Budget, if delayed opening to fall, 2020 - would need to meet with finance if we delay to 2020. Major finance decisions would need to be made. CSP grant would need to be reviewed and marketing strategy will change.

- L. Sending Letter to all Enrolled Parents on June 24 - Letter sent by US mail, have a meeting date to talk with families

7. Old Business

- A. Vote to approve 2019-2020 Operations Budget (Nick Taintor & Tyler Dehne will be present to discuss budget) - Tyler was not present.
Nick presented "Attachment A. Budget Spreadsheet"
Need to add paraprofessionals to projected staff
Motion to approve the 2019/2020 operations budget contingent upon opening in Fall of 2019, no discussion, all in favor
- B. Discuss with Nick Taintor how to extend CSP budget through September 2020. - Tabled due to Nick's absence.

8. New Business

- A. Vote to approve June Carter as a Paraprofessional
- B. Vote to approve Crosley Schultz at 1-2 teacher
- C. Vote to approve Admissions Policy with Lottery
 - 1. BS motioned to approve Admissions Policy with Lottery pending changes to IV, B & C (clearly stating that C comes after B), HW seconded.
 - 2. Discussion of updates from Paul ensued.
 - 3. Unanimously passed.
- D. Hiring committee - HW discussed having teachers teach a lesson and RP and HW form the hiring a committee
 - 1. HW motioned to create a hiring committee of RP, PM and HW, BS seconded, BM asked if board would still be voting. The board would.

9. Discussion

- A. Continue Discussion of Plan B (Opening GOA in Fall 2020)
 - 1. Wendy told us that we can make our own decision before the authorizer tells us if we can or not. If we don't have at least 75% of projected enrollment we cannot open.
 - 2. Board should continue to use "basecamp" for information resources
 - 3. We need to maintain the people's interest
 - 4. Need to discuss new marketing plan, new business plan, and leadership to determine what is needed and how to fund it with the CSP grant.
 - 5. Review Paul's performance
 - 6. MH - Reviewed critical task list for requirements of GOA
 - 7. MH handed a document listing all pieces needed to be addressed
 - 8. HW made motion to add agenda to delay the start of school to 2020 for the reasons discussed (location, dispersal of funds, board commitment, low enrollment), BS seconded. Passed unanimously.
- B. Discussion of Evaluation Plan and Process for Executive Director - need a written evaluation following a rubric.
- C. HW moves to approve contract through July 31, with a written evaluation required prior to any further extension of the contract. BS seconded. Passed unanimously.
- D. Letter from the board to parents to be released ASAP.

10. Open Public Comments

A. Wendy noted that NEO has a module for evaluating a leader in their online training.

11. Adjournment

Next meeting: July 15, 2019

- Rich will be out of town on vacation during this meeting. Per our job descriptions, Heath would be in line to lead the meeting. We should confirm that this is workable for Heath.